

CALIFORNIA
WOMEN
VETERANS
LEADERSHIP
COUNCIL



**BYLAWS
CALIFORNIA WOMEN VETERANS LEADERSHIP COUNCIL**

MISSION STATEMENT

The California Women Veterans Leadership Council formed on April 4, 2016 to:

Provide an avenue in which all women veterans will be informed of and encouraged to utilize their veterans' benefits to improve the quality of life, education, healthcare, employment and training of California's Women Veterans and their families.

ARTICLE I: NAME

The name of this council shall be California Women Veteran Leadership Council, hereinafter referred to as the Council or CWVLC.

ARTICLE II: PURPOSE

1. Locate, identify, and assess the needs of VA and non-VA eligible California women veterans.
2. Provide information to women veterans to include benefits, entitlements, care provider support, education, employment, training, and business assistance.
3. Recommend, plan, and facilitate events which enhance a positive image of women veterans.
4. Engage support from local communities to meet the needs of women veterans.
5. Normalize the experiences of women who serve in the military through education of the public and accurate representation in the media.

6. Advise the Deputy Secretary for Women Veterans Affairs, CalVet about the needs of women veterans and makes recommendations to improve services to women veterans in California.

ARTICLE III: COUNCIL MEMBERS

1. Nomination of New Members:
 - a. A nominee must submit a request to the Council to be considered for membership. (Attachment 1)
 - b. Each nomination will include an endorsement from a sitting member. (Attachment 1)
 - c. Approval for new membership will be achieved by a simple majority vote of the council.
 - d. Voting may be done by email.
2. Terms of Membership
 - a. All appointed Council members are voting members.
 - b. The Council, or any component part thereof, shall not be used to promote the interest of any individual who is a candidate for public office, or to otherwise promote any individual, organization, political party, faction or product. Any violation of this provision shall be sufficient cause for removal of the offending member.
 - c. Each member must sign a letter of commitment at the time of appointment. (Attachment 2)
 - d. Members are appointed to a three-year term.
3. Council Makeup:
 - a. It is strongly encouraged that the membership demographics of the Council include the following representation:
 - i. Women from each branch of service
 - ii. Diversity in wartime era, age, and cultural background
 - iii. Active duty, Guard and Reserve Women Service members
 - iv. Under-represented Women Veterans
 - v. California State Department of Veterans Affairs
 - vi. Veteran Affairs Advisors
 - vii. Advisors from Veterans Service Organizations to include auxiliary members
 - viii. Established regions throughout the state
4. Resignation/Removal of Members:

Members of this Council may be removed in accordance with the following:

 - a. A Council member submits a written resignation. (Attachment 3)
 - b. A Council member can no longer carry out the duties and responsibilities of membership, whether intentionally or unintentionally.

- c. A Council member reaches the expiration of their term.

ARTICLE IV: OFFICERS AND ADVISORS

1. The elected officers of this Council shall consist of a chairperson, co-chairperson, and two advisors.
2. No one officer shall hold two offices at the same time.
3. All officers shall be women veterans.
4. The position of chairperson or co-chairperson shall not be held by an employee of CalVet or the Department of Veteran Affairs.
5. The Council shall nominate individuals for the positions of chair and co-chair.
6. The Council shall nominate individuals for the positions of advisors.
7. Officers and Advisors shall be elected for a period of two years.
8. The Coordinating Officer shall be unanimously approved by the Executive Council to perform the administrative duties of the Council.
9. Starting 2018 officer nominations will be submitted every January and elections will be held every April. Chair and co-chair elections will occur in even and odd years.
10. Starting 2018 advisor nominations will be submitted every January and elections will be held every April. Elections for the two advisors will occur in even and odd years.
11. In the event that an officer or advisor resigns from a position or a position vacancy develops within the Council for any reason, members shall be notified of such vacancy to begin an emergency nomination process.
12. A majority vote of members is required for appointment. The appointment to the position shall be immediate.
13. Each officer must sign a letter of commitment at the time of appointment (Attachment 2).
14. The Council may appoint ad-hoc advisors for the purpose of subject matter expertise. Ad-hoc advisors do not have to be women or veterans.

ARTICLE V: TASK FORCES

1. A task force may be established to accomplish the mission and purpose of the Council.
2. Any Councilmember may propose a new task force during a regular meeting, whereby the Executive Council will decide to bring it to a full Council vote.
3. A task force shall be established or disbanded by the Executive Council, but will require a majority approval of the entire Council.
4. Task force membership may comprise both council members and non-council members when appropriate.

ARTICLE VI: MEETINGS

1. This Council shall convene a minimum of four (4) times annually. Meetings may be conducted in person or by conference call. Meetings will be announced at least 3 calendar days prior to the meeting. Notice of meeting time and place will be communicated electronically.
2. The order of business shall be prescribed by the Chair or Co-chair.
3. Special meetings may be called by the Chairperson at any time. The Executive Council will give as much prior notice as possible.
4. A quorum of members is required to pass any resolution, unless otherwise stated in the bylaws.
5. A quorum shall be a majority of members present with either the Chair or Co-Chairperson present.

ARTICLE VII: COUNCIL ROLES AND RESPONSIBILITIES

Chair

The Chairperson will:

1. Keep membership aware of the status and activities of the Council.
2. Ensure that members are aware of all activities, issues, actions, communications, and correspondence related to the Council.
3. Call meetings to order and manage the meeting agenda.
4. Convene Ad hoc committees or Council task forces as needed.

Co-Chair

The Co-Chair will:

1. Fulfill Chair's meeting responsibilities in their absence.
2. Support Council task forces where needed.
3. Provide recommendations to the Chair.

Advisors

The Advisors will:

1. Provide recommendations to the Council, Chair and Co-Chair.
2. Fulfill tasks requested by the Chair where needed.
3. Support Council task forces where needed.

Coordinating Officer

The Coordinating Officer will:

1. Schedule Council and task force meetings and organize agenda.
2. Take meeting minutes.
3. Store all Council documents.
 - a. All council correspondence and documentation is maintained at: Google drive: cawomenveterans@gmail.com
4. Manage membership roster and service area map.
5. Update as requested the LinkedIn group page;
<https://www.linkedin.com/groups/7049430>.

Council Members

Council Members Will:

1. All members shall actively participate in carrying out the mission statement and purpose of the Council.
2. Share resources on the Google drive.
3. Each member of the Council shall attend all meetings unless the absence is excused by the Chairperson. If a member cannot attend, it is their responsibility to notify the Executive Council.
4. No member may have unexcused absences from more than two (2) consecutive meetings or no more than 20 percent of all scheduled meetings in a twelve (12) month period. Extenuating circumstances for prolonged absenteeism will be considered by the Executive Council if necessary.

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California Women Veterans Leadership Council Nomination Request

I (print name) _____

I would like to be considered for membership on the California Women Veteran Leadership Council (CWVLC) for the following reasons: (examples include; prior service, past, present and future advocacy work and desire to support other women veterans.)

_____ I have read and understand the CWVLC Bylaws

_____ I agree to the member responsibilities as outlined in the Bylaws

_____ Additionally, I understand that I am a volunteer member

_____ At any point, I may remove myself from the council and will do so by submitting a written notice on my behalf to the Chair or Co-chair of the Council.

_____ If accepted my term of commitment would be: _____ - _____

Signature: _____ Date: _____

I hear by recommend this nominee for membership on The Council.

Member Name: _____ Date: _____

Signature: _____

A simple majority vote was/was not reached: _____

Nomination is accepted effective: _____

CWLVC ByLaws Attachment 1

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California Women Veterans Leadership Council Agreement

I (print name) _____

_____ I Have read the California Women Veteran Leadership Council Bylaws,

_____ I agree to the member responsibilities as outlined in the Bylaws

_____ Additionally, I understand that I am a volunteer member

My term of commitment is: _____ through _____

_____ At any point, I may remove myself from the council and will do so by submitting a written notice on my behalf to the Chair or Co-chair of the Council.

Print Name: _____ Date: _____

Signature: _____

The Council acknowledges you are volunteering to support and improve the lives of the women who have served.

Chair Name: _____ Date: _____

Signature: _____

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California Women Veterans Leadership Council Resignation

I (print name) _____

Effective: _____ I hereby resign from the California Women Veteran Leadership Council.

Comments: (if desired)

My term of commitment was: _____ through _____

Signature : _____ Date: _____

The Council acknowledges your resignation effective: _____

Chair Name: _____ Date: _____

Signature: _____